

## Indicator 8 Family Engagement Survey: Supporting Students with IEPs

### Timeline

	DPI	LEA
June	DPI sends letter to LEAs notifying them of upcoming Indicator 8 participation.	LEA can review Indicator 8 and Family Engagement Survey Resources to Prepare Staff and Families for Survey: <a href="http://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement">http://dpi.wi.gov/sped/about/state-performance-plan/indicators/8-parent-involvement</a>
January - February	DPI uses LEA October 1 Child Count Roster to create list of usernames and passwords for parents in LEA to take the survey.  DPI emails Director of Special Education / Pupil Services that the Survey Manager application has been opened for the year.	LEA enters district contact information. LEA optionally enters district-provided survey links. LEA reviews their October 1 Child Count roster and adds any students that are currently attending and are not on the list. LEA activates the survey for their parents. The Survey Manager application calculates the required number of responses for the LEA. LEA downloads the Student List file in the Survey Manager application. LEA enters parent addresses in the downloaded Student List file for mail merge letter and customizes electronic form letter with LEA name, number, phone numbers, and signature block, and sends letter to parents of each student. Parents who want to complete a 2 <sup>nd</sup> survey for a 2 <sup>nd</sup> parent can contact LEA to receive 2 <sup>nd</sup> username/password. The second username/password for each student will be available on the Student List page of the Survey Manager application.
February 15	Survey window opens.	LEA begins assisting families with completing survey using paper or online survey.
Feb – June	DPI available for technical assistance as needed for survey.	LEA uses the Survey Manager application to monitor response rates and is responsible for follow up activities with parents to ensure meeting response rate requirements.
June 30	Survey window closes	LEA views parent comments in the Survey Manager application.
September	LEA receives Indicator 8 question by question reports through the District Profile and the Special Education Web Portal.	District may use data from reports to develop district family engagement plans.
February	State results are reported to OSEP in February for the previous year's survey results.	Shortly after, LEA is able to compare their overall results for both survey types to the state and to the target via the District Profile.